

# Federal Emergency Management Agency

Department: Department Of Homeland Security  
Agency: Federal Emergency Management Agency  
Sub Agency: FEMA R IX Mitigation Division

Job Announcement Number:  
MW-MP-09-R9-0048-LDC1

Overview

DETAILED VERSION

 CLOSE

 PRINT

## Natural Hazards Program Specialist

**Salary Range:** 63,811.00 - 99,431.00 USD per year

**Open Period:** Wednesday, December 17, 2008  
to Wednesday, January 07, 2009

**Series & Grade:** GS-0301-11/12

**Position Information:** Full-Time Permanent

**Promotion Potential:** 12

**Duty Locations:** 3 vacancies - Oakland, CA

### Who May Be Considered:

Applications will only be accepted from Federal employees on career or career-conditional appointments, former federal employees with reinstatement eligibility, and U.S. citizens eligible under special appointment authorities.

### Job Summary:

**When disaster strikes, America looks to FEMA. Now FEMA looks to you.** Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following any national disaster incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis to a well-skilled, knowledgeable, high performance workforce.

**FEMA offers developmental opportunities, competitive compensation, and networking opportunities.**

This position is in the Department of Homeland Security, Federal Emergency Management Agency, FEMA Region IX, Mitigation Division, Floodplain Management and Insurance Branch.

**NOTE:** This position opportunity is also being advertised under agency Delegated Examining Procedures. For consideration, please submit a

*separate application package under vacancy announcement number MW/DE-09-R9-0048-LDC1. Consideration will only be given to the appropriately referenced announcement number.*

**Key Requirements:**

- RELOCATION EXPENSES ARE NOT AUTHORIZED
- DIRECT DEPOSIT: Mandatory Direct Deposit/Electronic Funds Transfer
- BACKGROUND AND/OR SECURITY INVESTIGATION REQUIRED

**Duties****Major Duties:**

**Organization:** This position is in the Floodplain Management and Insurance Branch of the Mitigation Division of the FEMA Region IX office. This federal Region includes Arizona, California, Hawaii, Nevada, the territories of American Samoa and Guam, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, and the Federated States of Micronesia.

**Primary Purpose:**

The employee serves as the Federal contact for assigned state and local governments regarding the National Flood Insurance Program (NFIP) and related floodplain management requirements and flood loss reduction programs aimed at reducing flood insurance losses and disaster assistance costs. This includes educating community officials, professional associations, private industry and the general public on the concepts, obligations and eligibility criteria of the NFIP

**Specific Duties:**

Incumbent will assist communities in applying for participation in the NFIP and in the development and updating of local floodplain ordinances. Provides formal training and presentations on the NFIP to a variety of audiences. Assess community enforcement and compliance with floodplain management requirements regulating development in special flood hazard areas including new construction and substantial improvement of existing structures. Perform follow-up on compliance problems by requiring corrective measures to resolve deficiencies. Works with lenders and insurance agents on the mandatory purchase and insurance aspects of the NFIP and with engineers on the flood mapping process. Other duties include providing NFIP related technical assistance to the Hazard Mitigation Grant Programs staff, coordinating with Earthquake and Hurricane staff to assure multi-hazard mitigation is addressed, and responding to telephone calls and letters on NFIP and Mitigation issues. The position will require regular travel away from home. In addition the incumbent must be willing and able to carry out Regional and National disaster response assignments that typically involve temporary duty at a disaster Joint Field Office. Performs other duties as assigned.

**Qualifications and Evaluation****Qualifications:**

Applicants must have one year of specialized experience at or equivalent to the next lower grade. For GS-12 grade level, at least 1 year specialized experience must have been at or equivalent to the GS-11 grade level. For the GS-11 grade level, at least 1 year specialized experience must have been at or equivalent to the GS-9 level. Specialized experience is experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of that position.

Examples of specialized experience are:

--City or County Building Permit Officials, Land Use Planners or Construction Supervisors or State Floodplain management experience in land use planning, building code enforcement and compliance, and Floodplain assessment duties, to include; plan review of proposed floodplain development, flood zone identification, monitoring construction compliance in a flood zone, and the ability to read, identify high risk flood zones and obtain Base Flood Elevations from the Flood Insurance Rate Maps.

--Engineers, architects or licensed Land Surveyors with knowledge of flood zone identification, the ability to read, identify high risk flood zones and obtain Base Flood Elevations from the Flood Insurance Rate Maps, and completion of Elevation Certificates.

--Knowledge of post-flood event activities to include: field identification of substantially damaged or destroyed structures, grants management of elevation-relocation-flood proofing projects, and/or a working knowledge of National Flood Insurance Program claims processes.

You will need to successfully complete a background security investigation before you can be appointed into this position.

You must meet time-in-grade requirements within 30 days of the closing date of this announcement.

You will be required to travel occasionally.

You must be a U.S. citizen to qualify for this position.

#### **How You Will Be Evaluated:**

Applicants meeting the basic qualification requirements stated in this Employment Opportunity will be rated and ranked on the following Knowledge, Skills, & Abilities (KSAs). **Applicants are strongly encouraged to submit a separate written statement addressing each KSA. This will provide a more detailed description of the applicant's background and skills as it relates to this specific vacancy.**

#### **KNOWLEDGE, SKILLS, & ABILITIES (KSAs):**

1. Knowledge of the principles, concepts and practices associated with the field of floodplain management and the regulations of the National Flood Insurance Program (NFIP). This would include experience at the Federal, state and local government level or in private industry, working with the National Flood Insurance Program. **(SELECTIVE PLACEMENT FACTOR for applicants applying for grade GS-12).**

2. Ability to use sound judgment and creativity to analyze the implementation of rules, procedures, and requirements in organizations, document findings and follow up with problem

solving recommendations and corrective action plans.

3. Ability to give effective, lively and persuasive presentations to audiences of government or private industry professionals and the general public. This includes experience managing controversial issues that have wide public interest, and explaining requirements and proposals that directly affect the economic interest of the audience.

4. Ability to communicate effectively in writing to present requirements, propose improvements, and advocate concepts and ideas in letters, proposals, and article for publication.

5. Ability to take responsibility for complex assignments and to initiate, monitor, and complete a large case load of projects.

### **Basis of Rating**

Applications will be reviewed to determine if the applicant meets the minimum qualifications as described in the announcement (either through experience and/or education) and any other legal requirements and on the extent to which your application shows that you possess the knowledge, skills, and abilities associated with this position as defined in this announcement. When describing your knowledge, skills, and abilities, please ensure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people with whom you interacted, the sensitivity of the issues you handled, etc. If the applicant meets the minimum qualifications, he/she will be given the minimum earned rating of 70 points. Applicants will then be rated by a rating panel, a subject matter expert, or Human Resources Specialist as determined by the Agency design at the time of the rating. A maximum of 30 points may be awarded for information that is in the application or resume and/or KSA responses. The minimum earned rating plus the earned rating for the information contained in the application or resume and/or KSAs will be combined to arrive at the total earned rating. Eligible veterans who meet established criteria will receive additional points (5 or 10) added to their total score as a result of their military service, as appropriate.

### **Benefits and Other Information**

#### **Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

### **Other Information:**

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned.

Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

If you left federal employment and received a buyout and you are selected for this position, you may be required to repay the full amount of the buyout to the agency that paid you.

**INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP):** Federal Career and Career-Conditional Displaced employees in the local commuting area who are rated 'well qualified' will receive special selection priority. If you are claiming CTAP/ICTAP eligibility, you must submit a copy of your recent performance appraisal (at least "Meets or Exceeds", or equivalent), proof of eligibility, and your most current SF-50 noting position, grade level, and duty location. Please do not submit a cash/time off award SF-50, as this does not verify grade. To be considered under CTAP/ICTAP, you must meet the well qualified standards for the position. A well qualified applicant must satisfy the following criteria: In addition to meeting minimum qualifications, including selective placement factors, education, and experience requirements, the applicant must score at least an 85 (prior to veteran's preference being applied) on the application questions as established and be able to perform the duties of the position upon entry.

### **CONDITIONS OF EMPLOYMENT AT FEMA**

**EMERGENCY ASSIGNMENT:** FEMA employees may be subject to 24-hour on-call in the event of an emergency. This service may require irregular working hours, work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Selectee must be able to relocate to emergency sites with little advance notice and function under intense physical and mental stress.

**REGISTRATION FOR SELECTIVE SERVICE:** The Defense Authorization Act of 1986 requires that all male applicants born after 12-31-59, who are required to register under the Military Selective Service Act, be registered or they are not eligible for appointment within this Agency.

**CITIZENSHIP:** Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens only in very limited circumstances where there are no qualified citizens available for the position.

**DIRECT DEPOSIT:** Mandatory Direct Deposit/Electronics Funds Transfer (DD/EFT) for salary payment is a condition of employment at FEMA. Selectee will be required to participate in DD/EFT.

#### **SECURITY CLEARANCE REQUIREMENTS:**

**PUBLIC TRUST:** This is a Public Trust position that requires a background investigation. Appointment to the position is subject to the applicant or appointee successfully completing essential security investigation forms, the applicant or appointee cooperating with the investigator, the completion of the investigation, and the favorable adjudication of the investigation. Failure to satisfactorily complete any aspect of this process is grounds for immediate termination. Applicants for this position may be required to submit to a urinalysis for illegal drug use prior to appointment.

#### **Other Information:**

When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

The materials you send with your application will not be returned.

Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

If you are selected at a grade lower than the highest shown in this listing, you will be placed under a career development plan and can be non-competitively promoted when you successfully complete the requirements for the higher grade.

If you left federal employment and received a buyout and you are selected for this position, you may be required to repay the full amount of the buyout to the agency that paid you.

You will be required to serve a probationary period of 1 year.

#### **How to Apply**

#### **How To Apply:**

You must submit your application so that it will be received by the closing date of the announcement.

We encourage you to use the USAJOBS resume builder to speed the application process. If you are not applying on line, be sure your application includes the following: A resume or an Optional Application for Federal Employment (OF 612) or any other format. Although we do not require a specific format, certain information is required to determine if you are qualified.

If you are a current or former federal employee with reinstatement eligibility, you must submit a copy of your last Notification of Personnel Action (SF50) showing your position, title, series, grade and eligibility.

Application mailed using government postage or through an internal federal government mail system will not be considered.

You must submit your application so that it will be received by the closing date of the announcement.

Please submit a resume or an Optional Application for Federal Employment (OF 612) or any other format. Although we do not require a specific format, certain information is required to determine if you are qualified.

If you are claiming veterans' preference, provide a copy of form DD 214 and, if disabled, provide also form SF-15 (Application for 10-Point Preference), and a letter from the Veteran's Administration that documents your eligibility.

Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the announcement.

The resume or application must contain:

1. The Employment Opportunity number, title and grade of the job for which applying (indicate the lowest grade level that you will accept if applying for a position advertised at multiple grade levels);
2. Full name, mailing address, day and evening phone numbers, social security number, country of citizenship, branch and date of military service, if applicable;
3. High school name and location, date of diploma or highest grade completed, college name and location, majors, type and year of any degrees received;
4. Work experience for at least ten years that includes job titles, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week and salary; and to include all periods of unemployment during the ten year time frame.
5. List of other qualifications such as job related training courses, job related skills, job related certificates and job related honors, awards and special accomplishments.

**IF YOU ARE FAXING OR EMAILING YOUR DOCUMENTS, THEY MUST BE RECEIVED BY 11:59pm EASTERN TIME ON THE CLOSING DATE OF THE ANNOUNCEMENT. THERE ARE SEVERAL WAYS IN WHICH YOU MAY APPLY FOR THESE POSITIONS:**

**via Mail** - Use of a U.S. Federal Government postage paid envelope to mail your individual application and/or resume package is not allowed and will not be considered. All completed application and/or resume packages must be received in the Human Resources Division by not later than the closing date of the announcement to receive consideration for employment. Please mail completed Application and Resume Packages to:

DHS/FEMA Human Resources Division  
P.O. Box 9900  
Winchester, VA 22604  
Attn: Lon Cabot

If you have questions regarding your application package please phone: 1-800-879-6076.

**via E-Mail - [FEMA-HIRE-ME@dhs.gov](mailto:FEMA-HIRE-ME@dhs.gov).** Completed E-mail packages must be received in the Human Resources Division by not later than the closing date of the announcement. **Be sure to list the Vacancy Announcement/Opportunity Number in the subject line.**

**via Fax Attn: Lon Cabot 540-535-2823.** Completed fax packages must be received in the Human Resources Division by not later than the closing date of the vacancy announcement.

To obtain additional information about DHS/FEMA employment opportunities, visit our WEB site at [www.dhs.gov](http://www.dhs.gov), or call our Employment Opportunities Hotline on 800-879-6076. Applicants needing TDD/TTY assistance should call the Federal Information Relay Service at 800-877-8339.

If you are sending your application via Email, please **DO NOT** use .zip or other compressed file formats. Preferred file formats include .doc, .txt, .pdf.

**Please be sure to include the following information in your application (incomplete applications may not be considered for the position).**

**Job Information:**

**- Announcement number and position title and grade(s) for which you are applying**

**Personal Information:**

**- Full name, mailing address, day and evening phone numbers**

**- Last four digits of your Social Security Number**

**- Country of citizenship (must be U.S. citizen to be eligible)**

**-Veterans Preference**, if applicable. Attach latest report of Separation from Active Duty (DD-214) to establish honorable discharge from military service. Attach SF-15 & required proof (i.e., an official statement, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces) if you are claiming a 10-point veterans preference. If appropriate documentation is not received by the closing date, preference will not be granted.

**-Applicants who are on active military duty:** Applicants who are on active military duty will not have a DD Form 214 at the time of application. Prior to appointment, we will verify:

o Your eligibility for veterans preference, and

o That your military service was honorable.

- If you are or were a Federal government employee, please attach your latest SF-50 (Notice of Personnel Action), indicating the highest Federal civilian grade held and dates and attach a copy of your latest performance appraisal.

**Education:**

- Colleges and Universities: Name, city, state, major(s), type of degree and year received (or total semester/quarter hours earned)

- Other educational programs, if relevant. Show dates and total hours of program.



**Job-Related Work Experience:**

- Job title (include series and grade if Federal job)
- Name and address of employer, supervisor's name, and supervisor's telephone number (please indicate if you do not want us to contact your current supervisor)
- Starting and Ending dates (month and year)
- Hours worked per week
- Annual salary
- Duties and accomplishments
- Please document your job-related experience.

**Other Job-Related Qualifications:**

- Relevant skills (e.g. foreign languages, computer software/hardware)
- Relevant training courses
- Relevant current certificates and licenses
- Relevant honors, awards, etc. (e.g., memberships in professional and honor societies, publications, leadership activities, performance awards). Give dates, but do not send documents.

If applying as an ICTAP eligible, submit a copy of the Reduction in Force (RIF) or separation notice and a copy of the last performance appraisal.

Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the announcement. This information will be used to determine your eligibility and/or rating and is required.

Application mailed using government postage or through an internal federal government mail system will not be considered.

**Contact Information:**

Lon Cabot  
Phone: 1-800-879-6076  
Fax: 1-540-535-2823  
TDD: 800-877-8339  
Email: FEMA-HIRE-ME@dhs.gov

Or write:  
Department Of Homeland Security  
FEMA Human Resources Division  
P.O. Box 9900  
Winchester, VA 22604  
US  
Fax: 1-540-535-2823

**What To Expect Next:**

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

**EEO Policy Statement**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

**Reasonable Accommodation Policy Statement**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

[DETAILED VERSION](#)[CLOSE](#)[PRINT](#)**Send Mail****Send Mail to:**

Department Of Homeland Security  
FEMA Human Resources Division  
P.O. Box 9900  
Winchester, VA 22604  
US  
Fax: 1-540-535-2823

**Questions?****For questions about this job:**

Lon Cabot  
Phone: 1-800-879-6076  
Fax: 1-540-535-2823  
TDD: 800-877-8339  
Email: FEMA-HIRE-ME@dhs.gov

**USAJOBS Control Number: 1425810**[PRINT](#)


# Federal Emergency Management Agency

Department: Department Of Homeland Security  
Agency: Federal Emergency Management Agency  
Sub Agency: FEMA R IX Mitigation Division

Job Announcement Number:  
**MW-DE-09-R9-0048-LDC1**

Overview

DETAILED VERSION

 CLOSE

 PRINT

## Natural Hazards Program Specialist

**Salary Range:** 63,811.00 - 99,431.00 USD per year

**Open Period:** Wednesday, December 17, 2008  
to Wednesday, January 07, 2009

**Series & Grade:** GS-0301-11/12

**Position Information:** Full-Time Permanent

**Promotion Potential:** 12

**Duty Locations:** 3 vacancies - Oakland, CA

### Who May Be Considered:

Applications will be accepted from United States citizens and nationals.

### Job Summary:

**When disaster strikes, America looks to FEMA. Now FEMA looks to you.** Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following any national disaster incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis to a well-skilled, knowledgeable, high performance workforce.

**FEMA offers developmental opportunities, competitive compensation, and networking opportunities.**

This position is in the Department of Homeland Security, Federal Emergency Management Agency, FEMA Region IX, Mitigation Division, Floodplain Management and Insurance Branch.

**NOTE:** This position opportunity is also being advertised under agency Merit Promotion Procedures. For consideration, please submit a separate application package under vacancy announcement number MW/MP-09-R9-0048-

*LDC1. Consideration will only be given to the appropriately referenced announcement number.*

**Key Requirements:**

- RELOCATION EXPENSES ARE NOT AUTHORIZED
- DIRECT DEPOSIT: Mandatory Direct Deposit/Electronic Funds Transfer
- BACKGROUND AND/OR SECURITY INVESTIGATION REQUIRED

**Duties****Major Duties:**

**Organization:** This position is in the Floodplain Management and Insurance Branch of the Mitigation Division of the FEMA Region IX office. This federal Region includes Arizona, California, Hawaii, Nevada, the territories of American Samoa and Guam, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, and the Federated States of Micronesia.

**Primary Purpose:**

The employee serves as the Federal contact for assigned state and local governments regarding the National Flood Insurance Program (NFIP) and related floodplain management requirements and flood loss reduction programs aimed at reducing flood insurance losses and disaster assistance costs. This includes educating community officials, professional associations, private industry and the general public on the concepts, obligations and eligibility criteria of the NFIP

**Specific Duties:**

Incumbent will assist communities in applying for participation in the NFIP and in the development and updating of local floodplain ordinances. Provides formal training and presentations on the NFIP to a variety of audiences. Assess community enforcement and compliance with floodplain management requirements regulating development in special flood hazard areas including new construction and substantial improvement of existing structures. Perform follow-up on compliance problems by requiring corrective measures to resolve deficiencies. Works with lenders and insurance agents on the mandatory purchase and insurance aspects of the NFIP and with engineers on the flood mapping process. Other duties include providing NFIP related technical assistance to the Hazard Mitigation Grant Programs staff, coordinating with Earthquake and Hurricane staff to assure multi-hazard mitigation is addressed, and responding to telephone calls and letters on NFIP and Mitigation issues. The position will require regular travel away from home. In addition the incumbent must be willing and able to carry out Regional and National disaster response assignments that typically involve temporary duty at a disaster Joint Field Office. Performs other duties as assigned.

**Qualifications and Evaluation****Qualifications:**

<P>Applicants must have one year of specialized experience at or equivalent to the next lower grade. For GS-12 grade level, at least 1 year specialized experience must have been at or

equivalent to the GS-11 grade level. For the GS-11 grade level, at least 1 year specialized experience must have been at or equivalent to the GS-9 level. Specialized experience is experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of that position. </p><p>Examples of specialized experience are: </p><p>--City or County Building Permit Officials, Land Use Planners or Construction Supervisors or State Floodplain management experience in land use planning, building code enforcement and compliance, and Floodplain assessment duties, to include; plan review of proposed floodplain development, flood zone identification, monitoring construction compliance in a flood zone, and the ability to read, identify high risk flood zones and obtain Base Flood Elevations from the Flood Insurance Rate Maps.</p><p>--Engineers, architects or licensed Land Surveyors with knowledge of flood zone identification, the ability to read, identify high risk flood zones and obtain Base Flood Elevations from the Flood Insurance Rate Maps, and completion of Elevation Certificates.</p><p>--Knowledge of post-flood event activities to include: field identification of substantially damaged or destroyed structures, grants management of elevation-relocation-flood proofing projects, and/or a working knowledge of National Flood Insurance Program claims processes. <BR><BR>You will need to successfully complete a background security investigation before you can be appointed into this position. </p><p>You must meet time-in-grade requirements within 30 days of the closing date of this announcement.</p><p>You will be required to travel occasionally.</P>

You must be a U.S. citizen to qualify for this position.

### How You Will Be Evaluated:

Applicants meeting the basic qualification requirements stated in this Employment Opportunity will be rated and ranked on the following Knowledge, Skills, & Abilities (KSAs). **Applicants are strongly encouraged to submit a separate written statement addressing each KSA. This will provide a more detailed description of the applicant's background and skills as it relates to this specific vacancy.**

### KNOWLEDGE, SKILLS, & ABILITIES (KSAs):

1. Knowledge of the principles, concepts and practices associated with the field of floodplain management and the regulations of the National Flood Insurance Program (NFIP). This would include experience at the Federal, state and local government level or in private industry, working with the National Flood Insurance Program. **(SELECTIVE PLACEMENT FACTOR for applicants applying for grade GS-12).**
2. Ability to use sound judgment and creativity to analyze the implementation of rules, procedures, and requirements in organizations, document findings and follow up with problem solving recommendations and corrective action plans.
3. Ability to give effective, lively and persuasive presentations to audiences of government or private industry professionals and the general public. This includes experience managing controversial issues that have wide public interest, and explaining requirements and proposals that directly affect the economic interest of the audience.
4. Ability to communicate effectively in writing to present requirements, propose improvements, and advocate concepts and ideas in letters, proposals, and article for publication.
5. Ability to take responsibility for complex assignments and to initiate, monitor, and complete a large case load of projects.

### Basis of Rating

Applications will be reviewed to determine if the applicant meets the minimum qualifications as described in the announcement (either through experience and/or education) and any other legal requirements and on the extent to which your application shows that you possess the knowledge, skills, and abilities associated with this position as defined in this announcement. When describing your knowledge, skills, and abilities, please ensure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people with whom you interacted, the sensitivity of the issues you handled, etc. If the applicant meets the minimum qualifications, he/she will be given the minimum earned rating of 70 points. Applicants will then be rated by a rating panel, a subject matter expert, or Human Resources Specialist as determined by the Agency design at the time of the rating. A maximum of 30 points may be awarded for information that is in the application or resume and/or KSA responses. The minimum earned rating plus the earned rating for the information contained in the application or resume and/or KSAs will be combined to arrive at the total earned rating. Eligible veterans who meet established criteria will receive additional points (5 or 10) added to their total score as a result of their military service, as appropriate.

#### Benefits and Other Information

##### **Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

##### **Other Information:**

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned.

Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

If you left federal employment and received a buyout and you are selected for this position, you may be required to repay the full amount of the buyout to the agency that paid you.

**INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP):** Federal Career and Career-Conditional Displaced employees in the local commuting area who are rated 'well qualified' will receive special selection priority. If you are claiming CTAP/ICTAP eligibility, you must submit a copy of your recent performance appraisal (at least "Meets or Exceeds", or equivalent), proof of eligibility, and your most current SF-50 noting position, grade level, and duty location. Please do not submit a cash/time off award SF-50, as this does not verify grade. To be considered under CTAP/ICTAP, you must meet the well qualified standards for the position. A well qualified applicant must satisfy the following criteria: In addition to meeting minimum qualifications, including selective placement factors, education, and experience requirements, the applicant must score at least an 85 (prior to veteran's preference being applied) on the application questions as established and be able to perform the duties of the position upon entry.

#### **CONDITIONS OF EMPLOYMENT AT FEMA**

**EMERGENCY ASSIGNMENT:** FEMA employees may be subject to 24-hour on-call in the event of an emergency. This service may require irregular working hours, work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Selectee must be able to relocate to emergency sites with little advance notice and function under intense physical and mental stress.

**REGISTRATION FOR SELECTIVE SERVICE:** The Defense Authorization Act of 1986 requires that all male applicants born after 12-31-59, who are required to register under the Military Selective Service Act, be registered or they are not eligible for appointment within this Agency.

**CITIZENSHIP:** Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens only in very limited circumstances where there are no qualified citizens available for the position.

**DIRECT DEPOSIT:** Mandatory Direct Deposit/Electronics Funds Transfer (DD/EFT) for salary payment is a condition of employment at FEMA. Selectee will be required to participate in DD/EFT.

#### **SECURITY CLEARANCE REQUIREMENTS:**

**PUBLIC TRUST:** This is a Public Trust position that requires a background investigation. Appointment to the position is subject to the applicant or appointee successfully completing essential security investigation forms, the applicant or appointee cooperating with the investigator, the completion of the investigation, and the favorable adjudication of the investigation. Failure to satisfactorily complete any aspect of this process is grounds for

immediate termination. Applicants for this position may be required to submit to a urinalysis for illegal drug use prior to appointment.

**Other Information:**

When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

The materials you send with your application will not be returned.

Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

If you are selected at a grade lower than the highest shown in this listing, you will be placed under a career development plan and can be non-competitively promoted when you successfully complete the requirements for the higher grade.

If you left federal employment and received a buyout and you are selected for this position, you may be required to repay the full amount of the buyout to the agency that paid you.

You will be required to serve a probationary period of 1 year.

**How to Apply****How To Apply:**

You must submit your application so that it will be received by the closing date of the announcement.

We encourage you to use the USAJOBS resume builder to speed the application process. If you are not applying on line, be sure your application includes the following: A resume or an Optional Application for Federal Employment (OF 612) or any other format. Although we do not require a specific format, certain information is required to determine if you are qualified.

If you are a current or former federal employee with reinstatement eligibility, you must submit a copy of your last Notification of Personnel Action (SF50) showing your position, title, series, grade and eligibility.

Application mailed using government postage or through an internal federal government mail system will not be considered.

You must submit your application so that it will be received by the closing date of the announcement.

Please submit a resume or an Optional Application for Federal Employment (OF 612) or any other format. Although we do not require a specific format, certain information is required to determine if you are qualified.

If you are claiming veterans' preference, provide a copy of form DD 214 and, if disabled, provide also form SF-15 (Application for 10-Point Preference), and a letter from the Veteran's Administration that documents your eligibility.

Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the announcement.



The resume or application must contain:

1. The Employment Opportunity number, title and grade of the job for which applying (indicate the lowest grade level that you will accept if applying for a position advertised at multiple grade levels);
2. Full name, mailing address, day and evening phone numbers, social security number, country of citizenship, branch and date of military service, if applicable;
3. High school name and location, date of diploma or highest grade completed, college name and location, majors, type and year of any degrees received;
4. Work experience for at least ten years that includes job titles, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week and salary; and to include all periods of unemployment during the ten year time frame.
5. List of other qualifications such as job related training courses, job related skills, job related certificates and job related honors, awards and special accomplishments.

**IF YOU ARE FAXING OR EMAILING YOUR DOCUMENTS, THEY MUST BE RECEIVED BY 11:59pm EASTERN TIME ON THE CLOSING DATE OF THE ANNOUNCEMENT. THERE ARE SEVERAL WAYS IN WHICH YOU MAY APPLY FOR THESE POSITIONS:**

**via Mail** - Use of a U.S. Federal Government postage paid envelope to mail your individual application and/or resume package is not allowed and will not be considered. All completed application and/or resume packages must be received in the Human Resources Division by not later than the closing date of the announcement to receive consideration for employment. Please mail completed Application and Resume Packages to:

DHS/FEMA Human Resources Division  
P.O. Box 9900  
Winchester, VA 22604  
Attn: Lon Cabot

If you have questions regarding your application package please phone: 1-800-879-6076.

**via E-Mail** - [FEMA-HIRE-ME@dhs.gov](mailto:FEMA-HIRE-ME@dhs.gov). Completed E-mail packages must be received in the Human Resources Division by not later than the closing date of the announcement. **Be sure to list the Vacancy Announcement/Opportunity Number in the subject line.**

**via Fax** Attn: [Lon Cabot](mailto:Lon Cabot) 540-535-2823. Completed fax packages must be received in the Human Resources Division by not later than the closing date of the vacancy announcement.

To obtain additional information about DHS/FEMA employment opportunities, visit our WEB site at [www.dhs.gov](http://www.dhs.gov), or call our Employment Opportunities Hotline on 800-879-6076. Applicants needing TDD/TTY assistance should call the Federal Information Relay Service at 800-877-8339.

If you are sending your application via Email, please **DO NOT** use .zip or other compressed file formats. Preferred file formats include .doc, .txt, .pdf.

**Please be sure to include the following information in your application (incomplete applications may not be considered for the position).**

**Job Information:**

- **Announcement number and position title and grade(s) for which you are applying**

**Personal Information:**

- **Full name, mailing address, day and evening phone numbers**
- **Last four digits of your Social Security Number**
- **Country of citizenship (must be U.S. citizen to be eligible)**

-**Veterans Preference**, if applicable. Attach latest report of Separation from Active Duty (DD-214) to establish honorable discharge from military service. Attach SF-15 & required proof (i.e., an official statement, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces) if you are claiming a 10-point veterans preference. If appropriate documentation is not received by the closing date, preference will not be granted.

-**Applicants who are on active military duty:** Applicants who are on active military duty will not have a DD Form 214 at the time of application. Prior to appointment, we will verify:

- o Your eligibility for veterans preference, and
- o That your military service was honorable.

- If you are or were a Federal government employee, please attach your latest SF-50 (Notice of Personnel Action), indicating the highest Federal civilian grade held and dates and attach a copy of your latest performance appraisal.

**Education:**

- Colleges and Universities: Name, city, state, major(s), type of degree and year received (or total semester/quarter hours earned)
- Other educational programs, if relevant. Show dates and total hours of program.

**Job-Related Work Experience:**

- Job title (include series and grade if Federal job)
- Name and address of employer, supervisor's name, and supervisor's telephone number (please indicate if you do not want us to contact your current supervisor)
- Starting and Ending dates (month and year)
- Hours worked per week
- Annual salary
- Duties and accomplishments
- Please document your job-related experience.

**Other Job-Related Qualifications:**

- Relevant skills (e.g. foreign languages, computer software/hardware)
- Relevant training courses
- Relevant current certificates and licenses
- Relevant honors, awards, etc. (e.g., memberships in professional and honor societies, publications, leadership activities, performance awards). Give dates, but do not send documents.

If applying as an ICTAP eligible, submit a copy of the Reduction in Force (RIF) or separation notice and a copy of the last performance appraisal.

Submit a narrative statement responding to the knowledge, skills and abilities (KSAs) identified in the announcement. This information will be used to determine your eligibility and/or rating and is required.

Application mailed using government postage or through an internal federal government mail system will not be considered.

**Contact Information:**

Lon Cabot  
Phone: 1-800-879-6076  
Fax: 1-540-535-2823  
TDD: 800-877-8339  
Email: FEMA-HIRE-ME@dhs.gov

Or write:  
Department Of Homeland Security  
FEMA Human Resources Division  
P.O. Box 9900  
Winchester, VA 22604  
US  
Fax: 1-540-535-2823

**What To Expect Next:**

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

**EEO Policy Statement**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

**Reasonable Accommodation Policy Statement**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

[DETAILED VERSION](#)[CLOSE](#)[PRINT](#)**Send Mail****Send Mail to:**

Department Of Homeland Security  
FEMA Human Resources Division  
P.O. Box 9900  
Winchester, VA 22604  
US  
Fax: 1-540-535-2823

**Questions?****For questions about this job:**

Lon Cabot  
Phone: 1-800-879-6076  
Fax: 1-540-535-2823  
TDD: 800-877-8339  
Email: FEMA-HIRE-ME@dhs.gov

**USAJOBS Control Number: 1427410****PRINT**